

PQS QUALIFICATION SHEET

Recruiter-in-Charge (RinC) Module

Rate / Name of Trainee	Date Qualified Advanced Recruiter	Qualification Start Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. ERPMS			
2. Prospect/Contact Record System			
3. DEP Leadership			
4. Security			
5. Training			
6. SMART			
7. Administration			
8. HARP/SEMINAR/RDAC			
9. Attrition & Waiver Analysis			
10. WebRtools/CIRIMS/General Computer Knowledge			
11. Inspections			
12. Government Vehicles			
13. NAVCRUITSTA Funding			
14. Recruiter Recognition and Awards System			
15. Quality Control			
16. CANREC Program			
17. NAVCRUITSTA Leadership and Core Values			
18. Social Media Websites and Online Content			
19. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
1. Enlisted Recruiting Production Management System (ERPMS) (COMNAVCRUITCOMINST 1130.8)									
a. Use all resources to develop, organize and adjust a prospecting plan utilizing the station planner to ensure goal attainment									
b. Conduct a Daily Production Review using the applicant log, PATE and Prospect Record to effectively evaluate individual recruiter's prospecting and production strengths and weaknesses									
c. Formulate a Developmental Action Plan for training recruiters based on results of the Daily Production Review and other production analysis									
2. Prospect/Contact Record System (COMNAVCRUITCOMINST 1130.8)									
a. Analyze the prospect record system's count records screen and then maintain the system through proper use of Market Segments and Working Tickler									
b. Properly load, adjust and control the Working Ticklers									
c. Calculate the actual number of prospect records in the prospect record system versus the number required to properly identify station market as indicated on WEBSTEAM									
d. Discuss the importance of marketing lists entered when received and the system is purged routinely									
3. DEP Leadership (COMNAVCRUITCOMINST 1130.8) Explain RinC responsibilities for the DEP program with reference to:									
a. Explain the responsibility and importance of the DEP Leadership Program to include the START guide.									
b. Ability to plan and conduct a DEP Meeting utilizing the DEP Tool-Kit and analyze attendance trends and DEP PQS progress									
c. Conduct a DEP audit.									

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d. Ability to obtain DEP Referrals and ensure all documentation including the future Sailor/Applicant record, App Log, future Sailor Web RTools printout and Referral Recognition (5305) form are complete									
e. Document IFA, NIDT, drug module and other DEP management requirements									
f. Explain the requirements and responsibilities for reserve affiliation muster									
4. Security (COMNAVCRUITCOMINST 1130.8). Demonstrate and apply knowledge of security and accountability for the following items:									
a. Applicant database information (SSN, etc.)									
b. GTRs, transportation tickets and stamps									
c. Vehicles									
d. Government credit cards									
e. Testing materials									
f. Minor and plant property									
g. NAVCRUITSTA facility									
h. Computers									
5. Training (COMNAVCRUITCOMINST 1130.8, 1136.2 and 1500.4)									
a. Conduct one complete and effective recruiter indoctrination									
b. Assist recruiters in setting personal goals									
c. Train recruiters in the following areas:									
(1) Time Management/ERPMS									
(2) Prospecting/NERP(all methods)									
(3) School Canvassing Program									
(4) PRE ACP and ACP									
(5) Enlistment Programs/BEERS									
(6) PSS Core/Applications/SPTK/RT									

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(7) Enlistment Processing									
(8) PQS Program									
(9) BEERS/Required forms and documents needed to obtain an 11S new contract.									
(10) BEERS/Required forms and documents needed to obtain a 12L new contract.									
(11) Production weakness/strengths as identified on the recruiter PATE and developmental action plan									
(12) Proper use of RAD/Collateral Material									
(13) Proper use of ACE (timing in interview/scenarios)									
(14) Privacy Act 101 & 103. Online at http://privacy.navy.mil/training/index.asp									
(15) Complete Privacy Act 102 for Supervisors									
d. Properly maintain station's training records									
e. Explain how to monitor training to evaluate effectiveness and determine follow-up needs									
(1) Explain how Navy Recruiting Simulation Tool (SIMmersion application) can assist in determining recruiter sales skills weaknesses									
f. Train recruiters in the following areas using effective Professional Sales Coaching Techniques:									
(1) Professional Sales Coaching (Prospecting, Interviewing, Processing, Shipping, Training) Issues Diagram									
(2) Observed coaching calls									
(3) Support coaching calls									
(4) Modeling coaching calls									
(5) Coaching conversation: (a) Diagnosis (b) Action Planning									

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(6) Developmental Action Plans utilizing PIPST resources									
6. SMART (COMNAVCRUITCOMINST 1130.8)									
a. Maintain and keep the SMART system updated									
b. Explain how STEAM and DoD data are utilized when determining goaling and manning									
c. Demonstrate the ability to:									
(1) Interpret and analyze DoD All Services Accession Data Quarterly Reports data available on WEBSTEAM									
(2) Assign a recruiter territory utilizing WEBSTEAM and DoD ASAD to ensure a fair market share									
7. Administration (COMNAVCRUITCOMINST 1130.8, 4400.1, 5400.2)									
a. Properly conduct a RinC turnover inspection									
b. Explain the minimum requirements for NRC/Region/NRD instructions, notices and memos needed in the NRS									
c. Explain the following required procedures:									
(1) Vehicle/Domicile to Duty reports									
(2) HARP/SEMINAR feedback reports									
(3) Local/National LEADS reports									
(4) Recruiter Recognition Program reports									
(5) Supply reports									
(6) Government GTR's, Transportation Tickets									
(7) Drill Verification									
(8) OPE Submission									
d. Explain the policy and procedures for Motor Voter Registration									
e. Explain the requirements of the Terminal Area Security Officer (TASO)									

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f. Perform basic Outlook operation for send/receive emails and disposition of email correspondence									
g. Log-in to and maneuver around NRC Quarterdeck									
h. Order RADS									
8. HARP/SEMINAR/RDAC/RLAP/RAP (COMNAVCRUITINST 1130.8)									
a. Explain how to utilize HARP, SEMINAR and RDAC to create Navy awareness									
b. Define HARP, SEMINAR, RDAC, RLAP and RAP									
9. Attrition and Waiver Analysis									
a. Analyze attrition (DEP and RTC) and identify trends (particular market segments, education, zip codes, recruiter(s), etc.)									
b. Analyze waivers and identify trends									
c. What is the RinC's responsibility once a potential attrite is identified?									
10. Applicant Contact Tools Web RTools/CIRIMS 5.2/General Computer Knowledge (COMNAVCRUITCOMINST 1130.8)									
a. DPR applicant data records to include blueprinting, sales activity, contact history, awards, etc									
b. Explain updating and purging requirements									
c. Explain how local and national LEADS are programmed into the Prospect Record System, close out a LEAD, dial-up access and process LEADS									
d. Utilize the global records change feature of Web RTools to delete, and change records of the same type									
e. Transfer/receive records to and from another station									
f. Query records to identify never prospected records, and records without a gender assigned									
g. Close out the month's applicant log including disposition on all									

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recruiter applicant logs									
h. Book/Unbook a CIRIMS Reservation. Use various tabs									
i. Explain how to develop the reserve market									
11. Inspections:									
a. Discuss NRS required inspections per COMNAVCRUITCOMINST 5040.2									
b. Formulate a plan to correct inspection discrepancies and develop a Plan of Action and Milestones (POA&M)									
12. Government vehicles (COMNAVCRUITCOMINST 4400.1)									
a. Explain vehicle safety requirements and accident reporting procedures utilizing SF-91									
b. Explain proper use of a govern- ment vehicle and credit card (SF-149)									
c. Perform facility inspection for LSO and U.S. Army Corps of Engineers									
13. NRS funding (COMNAVCRUITCOMINST 4400.1 AND 7132.2)									
a. Plan, review and submit budget inputs via the chain of command									
b. Explain the requirements for obtaining facilities maintenance and upkeep									
14. Recruiter Recognition and Awards System (COMNAVCRUITCOMINST 1650.27). Explain the current awards programs at each level that are used to recognize outstanding performance, including the Recruiting Command Advancement Program (RCAP), Gold Wreaths, and NAMs and NCMs									
15. Quality Control									
a. Perform pre-enlistment quality control (AC and RC kits)									
b. Perform post-enlistment quality control (AC and RC kits)									
c. Attach/Submit pre-enlistment kit in CIRIMS. (RC Kits)									

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d. Attach/submit Drill verification utilizing CIRIMS (RC)									
e. Residual maintenance (AC and RC Kits)									
f. Explain the requirements and procedures for completing JPAS		-							
16. Explain CANREC Program (BUPERSINST 1001.40)									
17. NRS Leadership and Core Values									
a. Explain NRC's mission statement									
b. Summarize NRC's current priorities									
c. Explain how the Navy's five Leadership Core Competencies relate to the position of RinC:									
(1) Accomplishing the Mission									
(2) Leading and mentoring people									
(3) Leading change									
(4) Working with People									
(5) Resource stewardship									
d. Explain how a RinC impacts core values in the recruiters, future Sailors and in the local community									
e. Demonstrate the ability to provide mid-term and performance counseling.									
f. Demonstrate the ability to provide the chain of command annual evaluation input.									
g. Complete Professional Sales Coaching seminar.									
18. Social Media Websites and Online Content (www.chinfo.navy.mil/socialmedia.html, www.navy.com, and www.cnrc.navy.mil)									
a. Demonstrate how to locate social media pages for Navy commands using the Navy Social Media Directory									

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b. Review NRC, NRD and NRS Facebook pages									
c. Demonstrate how to update the NRS Facebook page while complying with applicable guidelines									
d. Review and discuss the do's and don'ts of social media websites within the training under Social Media Training products at www.chinfo.navy.mil/socialmedia.html									
e. Demonstrate the ability to navigate the official Navy and Navy Recruiting Command websites and discuss resources available									
f. Demonstrate the ability to download and incorporate official Navy videos and images into presentations									

19. Record of Qualification:

a. Recommended for RinC PQS Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate/NRS)
is ready for final qualification by a PQS Board for the position of Recruiter-in-Charge.

Qualifier's Signature _____

b. Qualification Board: Date: _____

We certify the examinee to be fully qualified for the position of Recruiter-in-Charge.

Board President (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

c. Reviewed:

Date: _____

PQS Training Officer, NRD_____

(Signature)

d. Approved:

Date: _____

Commanding Officer, NRD_____

(Signature)

e. Service Record Entry (Page 4)

Date: _____

Chief Administrator, NRD_____

(Signature)

You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record